

**General information**

A pre-application conference is a meeting with staff designed to give the applicant an opportunity to discuss a land use proposal before filing a formal application for a development permit. At the meeting, your proposal is discussed and code standards and process are explained in detail. The meeting is typically 1.5 hours and is attended by planning and engineering, and may include staff representing other affected departments. The conference is not open to the public. To get the most benefit from a pre-application conference, you should invite your development team (architect, surveyor, or engineer) to attend. The more detailed the information you provide prior to the conference, the better guidance you will receive.

**A follow-up pre-application conference will be required if:**

- *The applicant does not provide the required materials.*
- *An application has not been submitted within 18 months of the last pre-application conference.*
- *The project changes significantly from what was originally presented.*

The fee for a follow-up conference is half the cost of the original pre-application fee (\$754.50).

**Application materials**

- Non-refundable fee of **\$1,509**.
- A completed pre-application conference **routing form**.
- Fifteen copies\* of a **narrative statement** detailing the proposal and any specific questions you want addressed at the meeting.
- Fifteen copies\* of a **preliminary site plan** (not to exceed 20"x24"") showing the location of existing and proposed:
  - Utilities
  - Structures
  - Property lines
  - Streets
  - Driveways
  - Intended uses
  - Parking and loading areas
  - Locations and sizes of trees

\* If submittal is through ePlan, a digital file showing this information must be uploaded. Information and instructions are available at:

<http://www.greshamoregon.gov/ePlan>

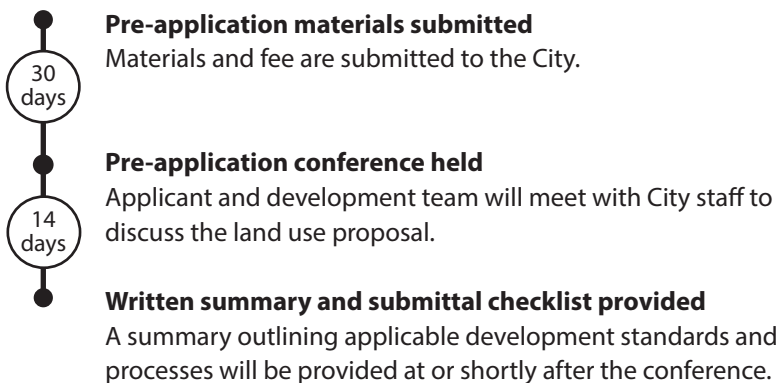
**Note:**

If the materials submitted are not adequate for staff to fully understand the project, a follow-up pre-application conference may be required before an application can be submitted.

**Code**

**Table 11.0204** of the Gresham Community Development Code (GCDC) states which application types require a pre-application conference.

**Timeline** (6 weeks)



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INFORMATION		Office use only:	
Site street address/location		Project #	Work order #
		Pre-application date and time	
Name of owner	Name of applicant (if different than owner)	Land Use Designation	
Name of firm	Name of firm	Special Purpose Overlay districts	
Phone	Phone	Planner/Permit Services staff	
Email	Email	Date received	

PROPOSAL SUMMARY	
<p><i>NOTE: This does not take the place of a more detailed narrative description.</i></p> <hr/> <hr/> <hr/>	Previous land use actions

ROUTING		
<input checked="" type="checkbox"/> <b>Cover sheet + plans</b>	<input type="checkbox"/> <b>Cover sheet ONLY</b>	Date routed: _____
<input type="checkbox"/> Addressing (Osborn)	<input type="checkbox"/> Finance (Seigfriend)	<input type="checkbox"/> Gresham Barlow School District
<input type="checkbox"/> Building (Blaire)	<input type="checkbox"/> Fire	<input type="checkbox"/> Centennial School District
<input type="checkbox"/> DES/DE (Figueroa)	<input type="checkbox"/> Multnomah County	<input type="checkbox"/> Reynolds School District
<input type="checkbox"/> DES/Transportation Engineering (Gelhar)	<input type="checkbox"/> Multnomah County Drainage District	<input type="checkbox"/> Neighborhood Association President
<input type="checkbox"/> DES/Stormwater (Stahle)	<input type="checkbox"/> ODOT/Ray (With plans)	<input type="checkbox"/> Neighborhood Association Land Use
<input type="checkbox"/> DES/Wastewater (Loftin)	<input type="checkbox"/> ODOT/Region I (Cover only)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> DES/Water (Plummer)	<input type="checkbox"/> Planning (Richardson)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> DES/Water (Branstetter)	<input type="checkbox"/> Rockwood Water	<input type="checkbox"/> Other: _____
<input type="checkbox"/> DIRT (Banuelos)	<input type="checkbox"/> Transportation Planning (Higgins)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Urban Renewal (Rockwood)	<input type="checkbox"/> Other: _____
Neighborhood Association: _____		